



Now Accepting Applications for

YOUTH SERVICES PROGRAM COORDINATOR

Monthly Salary Range (*Pending City Council approval on July 7, 2014*)

(A) \$4,980 (B) \$5,229 (C) \$5,490 (D) \$5,764 (E) \$6,053

**Filing Deadline: Upon receipt of first 100 applications or Thursday, June 26, 2014 at 6pm
(whichever occurs first)**

Applications MUST be submitted online at www.CalOpps.org

POSITION: The Youth Services Program Coordinator will coordinate a variety of youth-focused programs such as delinquency prevention, intervention and gang intervention, diversion and mediation; provide professional level work; perform comprehensive analyses of municipal policies, organization and procedures related to youth services. In addition, the YSP Coordinator will assist in grant and budget monitoring; conduct surveys and research of funding sources and activities related to youth services and community outreach intended to prevent and reduce violence; and perform other duties as required. The YSP Coordinator is responsible for the supervision of assigned personnel including part time staff and volunteers. This position is supervised by the Community Services Manager.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Experience and License Required:

- Equivalent to completion of a Bachelor's Degree from an accredited college or university with major coursework in Human Services or closely related field.
- Two years of experience in working with at-risk and high risk youth to provide intervention, diversion or employment services and programs.
- Possession of a valid California Driver's License.

Knowledge of:

- Principles, practices and procedures of community outreach programs related to reduction and intervention of violence and crime; conflict resolution techniques.
- Techniques and strategies in working with at-risk and high-risk youth including gang-involved youth.
- Principles of RFQ/RFP process, grant application, monitoring and reporting techniques; local and statewide private funding sources.
- Oral and written presentation methods, public relations and marketing techniques.
- Principles of practices and supervision.
- Modern office practices, methods and equipment, including a computer and applicable software.
- Safety practices and procedures related to work such as mandated reporting

Ability to:

- Exercise a high degree of professionalism and independent judgment in carrying out program activities.
- Identify and establish positive relationships with youth in general, high-risk youth, gang-prone and/or gang-involved youth.

- Properly interpret policies and procedures in accordance with laws and regulations.
- Perform research and effectively apply related principles; evaluate alternatives and reach sound conclusions.
- Communicate effectively both orally and in writing.
- Prepare and monitor grant contracts and program budgets; prepare clear and concise reports, correspondence, program brochures and other written materials.
- Make presentations to individuals and groups of various ages with diverse cultural and socio-economic backgrounds.
- Ability to use computers for word processing and spreadsheet applications.
- Build and maintain cooperative working relationships with those contacted in the course of work.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Essential

- Lead, organize, and coordinate City of San Pablo Youth Services operations and activities: educational, vocational, and counseling programs and services.
- Develop, disseminate and publicize in all forms of media any information about programs and services.
- Plan, organize, and conduct outreach, intake, enrollment, and service delivery systems.
- Develop and maintain grant contract service records and administrative record keeping systems; maintaining related time lines and priorities to assure related activities comply with established standards, requirements, laws, policies and procedures.
- Supervise and train assigned personnel; coordinate work assignments and review work; assure employee understanding of established requirements.
- Evaluate operations, services and training as assigned; recommend improvements necessary for the efficiency and effectiveness of the service delivery program.
- Interact with various organizations and systems including, but not limited to, community or neighborhood associations, faith-based/grass-root groups, businesses, schools, churches, law enforcement, and other segments of the community to assure adequate resources and services to meet the needs of identified high-risk students.
- Research grant funding and alternative forms of income and funding for the program, including monitoring grant funding to ensure compliance with established regulations.
- Prepare routine administrative reports including Council Action Forms (CAF), Resolutions, and monthly staff reports; explain program rules, policies and procedures; assist in budget preparation and review.
- Monitor and evaluate applicable and current legislation and regulations pertaining to the youth services program.
- Establish and maintain effective and collaborative relationships with those contacted in the course of work.
- Facilitate meetings, workshops, and groups for the development and implementation of systems, policies, procedures, programs, and services to meet city-wide delivery systems for high-risk youth.
- Track, research, interpret and ensure compliance with legislation, such as, the Brown Act, Sunshine Ordinance, and other legal requirements.
- Act as a resource to educate youth on existing social, economic, educational, and recreational, programs for youth; make recommendations and comments on youth-related matters before the City Council.

Important

- Assist and perform related duties as assigned by Community Services Manager
- Job may require to work weekends, evenings, events and holidays.
- May require bilingual abilities to meet community needs.

SUPPLEMENTAL QUESTIONS

1. What is your experience in developing an RFP's and RFQ's, please explain the steps that you would take to develop an RFP or RFQ's for a Youth Services Program.
2. What is your experience in monitoring and managing grant contracts?
3. If a grantee was not meeting the grant deliverables what steps would you take to provide assistance to get them on track?

PHYSICAL REQUIREMENTS

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 and 8 hours of sitting, walking, face-to-face contact, conversations, and public speaking; up to 3 hours of bending, crouching, stooping, kneeling, crawling, climbing, running, twisting, turning, reaching forward or overhead, grasping (firm and light), finger dexterity, hand-eye-foot coordination, driving, vision accuracy (far), verbal contact, telephone conversations; up to 3 hours of lifting or carrying 50 lbs. or less; up to 3 hours of pushing or pulling 10 lbs. or less; 3 to 6 hours of eye-hand coordination, vision accuracy (near), depth perception, accommodation, and field of vision.

MENTAL REQUIREMENTS

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting instructions; standard problems; detailed, uninvolved instructions; one or two-step instructions; simple reading, writing and math skills; coordinating, compiling, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving, taking instructions, setting up, driving; comprehending and following instructions; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to others; influence others; generalize; evaluate; responsibility for direction.

WORK ENVIRONMENT

Work is performed indoors and outdoors; slippery and uneven surfaces; using a computer and other office equipment; working alone; working around or with others.

BENEFITS

- **Retirement** – Public Employees’ Retirement System (PERS) 2.5% @ 55 for “classic” members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- **Medical Plan:** Choice of P.E.R.S Health Plan providers; employee pays a portion of the monthly premium
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse) have the option to receive taxable cash in-lieu (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- **Section 125 Plan Benefits:** \$450 employer contribution per year (prorated based on hire date)
- **Schedule:** 4/9.4 hour workdays (Monday-Thursday) Friday off.
- **Vacation:** 75 hours to start up to 225 after 25 years
- **Sick Leave:** 7.5 hours per month
- **Life Insurance:** \$60,000 City-paid policy
- **Holidays:** 13 days per year
- **Floating Holiday:** initially prorated based on the hire date (1 floating holiday per year)
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Educational Incentive Program:** up to \$5,250 per calendar year
- **Administrative Leave:** 45 hours per year
- Position represented by the Association of Intermediate Employee Group

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.CalOpps.org. Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list. **Background Investigation and Pre-employment Medical Examination:** The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB. The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.